SANAKO Lab 100 STS

USER'S GUIDE

Tandberg Educational Quality by sanako

Copyright © 2005 SANAKO Corporation. All rights reserved.
Microsoft is a registered trademark. Microsoft Windows 2000 and Windows XP are trademarks of Microsoft Corporation.

Document date 17/05/2005

1870180-5137

SANAKO Corporation

P.O. Box 41, FI-20741 Turku, Finland
Phone +358 2 2166 500 • Fax +358 2 2166 527
support@sanako.com, info@sanako.com, http://www.sanako.com
SANAKO User Club and Discussion Forum:
http://members.sanako.com

CONTENTS

Introduction 1

About this guide 1

Lab 100 STS system 2

Installation 2
Key terms 2
Audio routing 3
System setup 3
System components 4
Standard Lab 100 4
Lab 100 STS software module 5
User Audio Panels 5

Lab 100 STS Activities 7

Lab 100 STS Activities 7
STS Interpretation 7
STS Interpretation exam 7
How to use Lab 100 STS activities 7
1. Create a session 8
2. Select students for the session 8
3. Select an activity 8
4. Select an audio source 9
5. Select available interpreters 10
6. Start the activity 10
7. Select who to listen to 11
8. Save and collect recordings 11

Configuring Lab 100 STS 13

Configuring student layout 13
Configuring audio sources 15
How to configure STS audio sources 16
Saving configuration 18

Glossary of Terms 21

Index 23

INTRODUCTION

The Lab 100 Simultaneous Interpretation Training System (STS) has been designed to train students in the techniques of simultaneous interpretation in an environment simulating actual conferences.

Lab 100 STS effectively simulates a professional conference environment by allowing instructors to set up interpreters, delegates and observers within a class. In addition to conference situations, Lab 100 STS enables interpretation training using a wide variety of alternative program sources.

The Lab 100 STS can automatically save all the session audio (delegates, interpreters, program sources and instructor comments) directly on the system's Media Storage Unit (MSU) or to a pre-defined folder on your network. This facilitates the evaluation of student interpreter progress and makes holding interpretation exams simple and efficient.

ABOUT THIS GUIDE

Since Lab 100 STS is an additional software component to the basic Lab 100 application, this guide will describe how to use the interpretation training features in Lab 100 STS. For information on the other functions in Lab 100, please refer to the Lab 100 User's Guide.

LAB 100 STS SYSTEM

INSTALLATION

The Lab 100 STS system is easy to install, simply follow the instructions below:

1. Start your computer and insert the Lab 100 STS CD into your CD-ROM drive.
2. The installation program begins automatically, just follow the instructions on the screen.
   (If the installation does not start automatically, open the Windows Start menu, select Run, and type “D:\setup”. Naturally, if your CD-ROM drive has a different drive letter, type that one instead of D)
3. After the installation, configure your system with the Lab 100 Config application according to the instructions in the Lab 100 User’s Guide and the additional configuration instructions in this guide.

KEY TERMS

Floor

The Floor is the audio source that has been selected by the teacher to be interpreted by the students in the interpreter positions.

When simulating a conference situation, the delegates are selected as the Floor. However, you can also use any other available audio sources, such as media files, audio CDs, DVDs, cassette recorder, VCR, etc.

Interpreter

Students in Interpreter positions listen to the Floor or to another interpreter and interpret the audio either simultaneously or in segments. A recording of each interpreter’s work can be automatically stored in the Lab 100 Media Storage Unit for future analysis and assessment.

It is also possible to use two user audio panels in the same interpreter booth in order to allow interpreters to either share the workload or to switch interpreters in the middle of a discussion.

Delegate

When simulating a conference interpretation situation, the people in delegate positions are the conference participants.

In addition to listening to their own discussion, the delegates can also listen to a selected interpreter. This is of particular use in a situation whereby there are delegates speaking in different languages i.e. you listen to the interpreter of your choice to understand that particular delegate.

Observer

People in observer positions are not active participants in the interpretation training. They can simply follow the activities by listening to either the Floor or to a selected interpreter.

AUDIO ROUTING

Floor – The Floor audio is heard by default in the interpreter and delegate positions

Interpreters – Interpreters hear the Floor by default, but can also listen to another interpreter.

For example, if interpreters are unfamiliar with the Floor language, they can use another interpreter as the program source when interpreting to a third language.

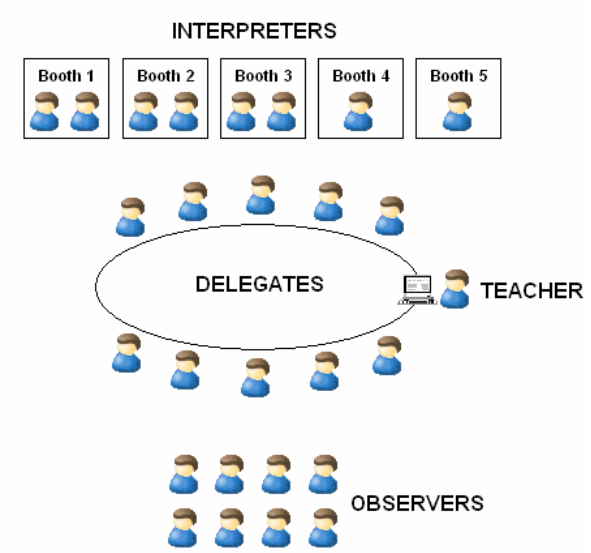
Delegates – Delegates hear the Floor by default, but can also listen to a selected interpreter.

Observers – Observers can choose whether they want to listen to the Floor or to an interpreter.

Teacher – The teacher can listen to either the Floor or to a selected interpreter with the monitoring function.

SYSTEM SETUP

The optimal situation for a Lab 100 STS interpretation training system is to have fixed interpreter and delegate positions.

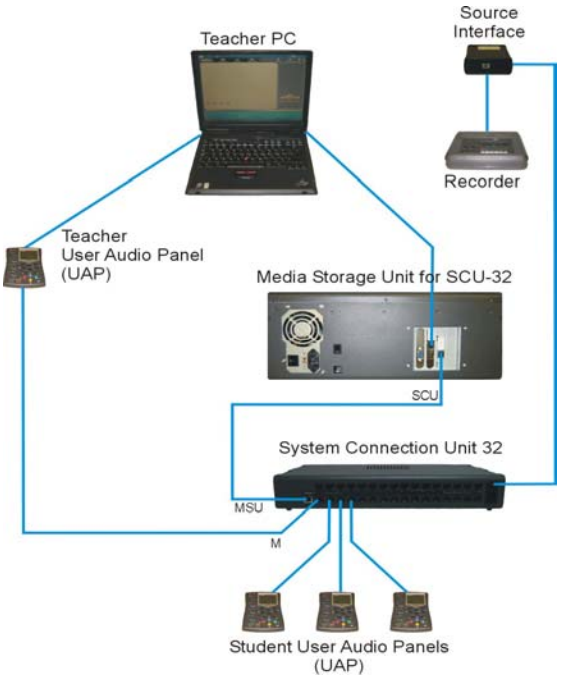


The example installation features a fixed round table setup for 10 delegate positions and five interpreter booths, each with one or two UAPs. The teacher is seated at the end of the delegate table and the observers are seated separately.

SYSTEM COMPONENTS

The SANAKO Lab 100 STS system includes a standard Lab 100 system, a specialized STS software module, and integrated User Audio Panels (UAP) in delegate and interpreter positions.

STANDARD LAB 100



LAB 100 STS SOFTWARE MODULE

The Lab 100 STS software module adds interpretation training features to the standard Lab 100 system. These include new activities and audio sources, and the possibility to define interpreter, delegate and observer positions.

USER AUDIO PANELS

Both delegates and interpreters use standard Lab 100 audio panels with some additional surrounding elements.

Lab 100 STS Delegate User Audio Panel

Headset connections

Both interpreter and delegate panels have two headset connections. These allow a single audio panel to be shared by two interpreters or delegates.

Gooseneck microphone (delegates only)

Instead of the headset microphones, delegates can use a gooseneck table-top microphone that is installed on the right side of the STS panel. When using the gooseneck microphone the headsets are replaced by headphones.

Muting / Activating microphone

Both interpreter and delegate panels include a separate illuminated button for activating and muting their microphone. When the button is illuminated the microphone is live.

LAB 100 STS ACTIVITIES

LAB 100 STS ACTIVITIES

The Lab 100 STS module has two activities for simultaneous interpretation training: **STS Interpretation** and **STS Interpretation Exam**.

STS INTERPRETATION

In STS Interpretation, the teacher selects an audio source (Floor) that will be interpreted by the interpreters. To simulate a conference interpretation situation, select the delegates as the audio source.

STS INTERPRETATION EXAM

STS Interpretation Exam allows you to set up interpretation tests. You simply need to select an audio source to be interpreted. The student tracks of interpreter positions are automatically recorded along with the source material and saved onto the MSU for immediate evaluation. You can then collect the recorded material to another location for later storage.

HOW TO USE LAB 100 STS ACTIVITIES

The following steps describe how to proceed through the interpretation training activities in Lab 100 STS (STS Interpretation and STS Interpretation Exam).

Note: Before you can use the Lab 100 STS activities, you need to configure your system with the Lab 100 Config application. For instructions on how to configure Lab 100 STS, see *Configuring Lab 100 STS* later in this guide.

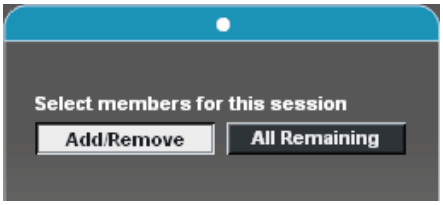
1. CREATE A SESSION

Create a new session, by clicking **New session**

in the Toolbar. This opens the session screen.

2. SELECT STUDENTS FOR THE SESSION

To select students for the session either



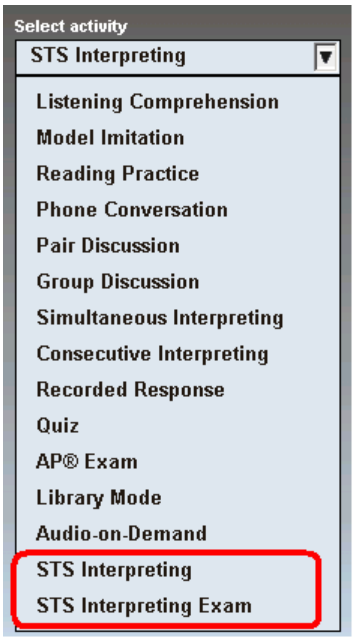
- click on a student icon, or drag the mouse over the student icons you want to include in a session. You can make consecutive selections, by pressing and holding down Shift or Ctrl on your keyboard.

or

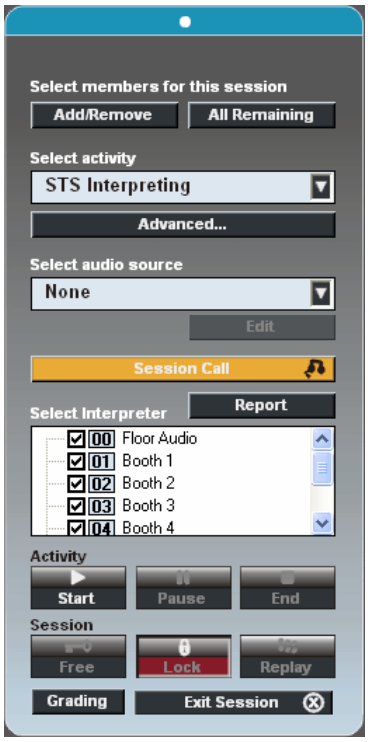
- click **All Remaining** to add all students to the session.

3. SELECT AN ACTIVITY

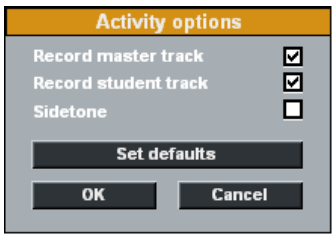
Select an activity (either STS Interpreting or STS Interpretation exam) from the activity list.



The controls for the selected activity appear on the session screen.

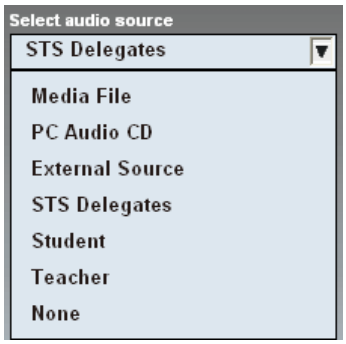


Click **Advanced** to select whether you want to record the master and student tracks.



4. SELECT AN AUDIO SOURCE

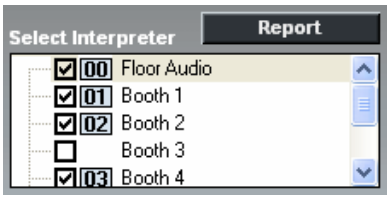
Select an audio source from the audio source list. This will be the Floor audio that interpreters will interpret.



If you select an audio source other than STS Delegates, the delegate positions will function as observers.

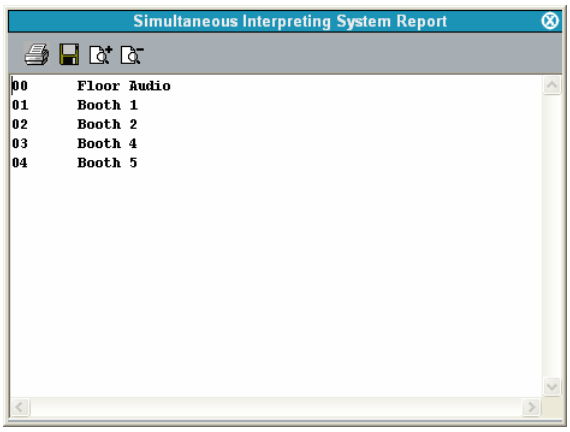
5. SELECT AVAILABLE INTERPRETERS

Select which interpreter positions will be available for listening. During the activity, Lab 100 STS users can select whether they want to listen to the Floor or to one of the interpreters that are checked on this list.



STS REPORT

To view a report of the sources (Floor and interpreters) currently available for listening, click **Report**. You should also make the audio source list available for the students, either as a print-out or with a projector (dual monitor setup)



6. START THE ACTIVITY

The session controls allow you to control the current activity and session.

After you are finished with the other settings, click **Start** to start the activity. This will automatically start transferring the selected audio source.

Note: Audio sources other than MSU files and STS Delegates have to be controlled manually. When you start the activity, you need to also manually start the audio source.

---

7. SELECT WHO TO LISTEN TO

STUDENTS

When students want to listen to an audio source other than the default they can simply enter the two-digit number of the audio source that they want to listen to with the bookmark buttons on their User Audio Panel, according to the STS report of available audio sources.

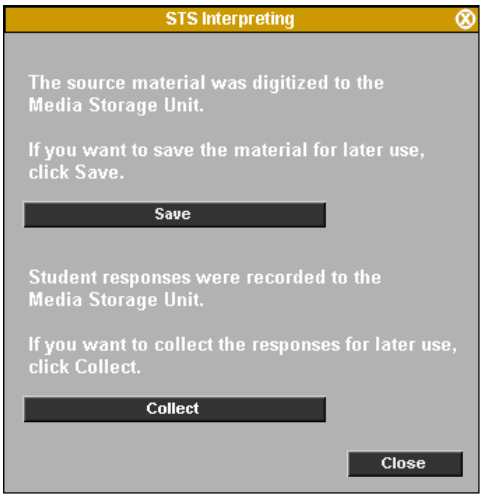
For example if a student wants to switch to interpreter booth 2, which is number 02 on the STS report, they will simply enter 02 with the bookmark buttons.

TEACHER

The teacher hears the Floor by default. If you want to listen to an individual student, simply left-click the appropriate student icon.

8. SAVE AND COLLECT RECORDINGS

Clicking **End** or **Exit Session** opens the following window for saving the master track and collecting the student tracks.

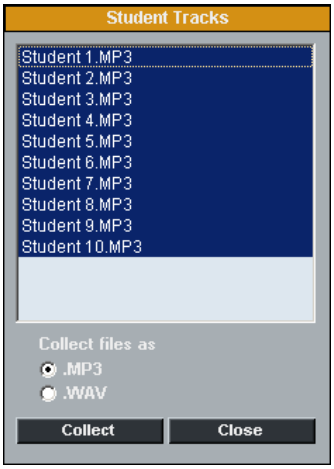

STS Interpreting
The source material was digitized to the Media Storage Unit.
If you want to save the material for later use, click Save.
Save
Student responses were recorded to the Media Storage Unit.
If you want to collect the responses for later use, click Collect.
Collect
Close

SAVING THE MASTER TRACK

If you selected to record the master track during the activity (see Selecting activity – Advanced) you can now save it for later use. To save the master track, click **Save** and browse for a suitable location.

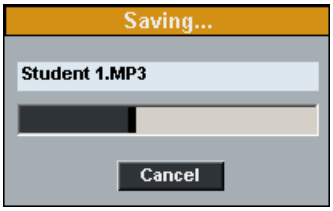
COLLECTING THE STUDENT TRACKS

If you selected to record the student tracks during the activity (see Selecting activity – Advanced), you can now collect them for later evaluation. To collect the student tracks, click **Collect**. The following window opens.



The window displays all the recorded student files. Select whether you want to collect the files in .mp3 or .wav format, click **Collect** and browse for a suitable location.

During the collection a **Saving…** window displays the progress of the saving process.



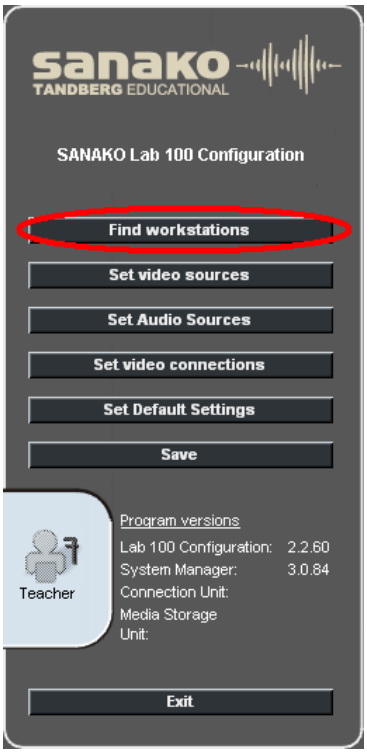
CONFIGURING LAB 100 STS

After you have installed the Lab 100 STS software module, you need to reconfigure your audio sources with the **Lab 100 Config application**. To start **Lab 100 Config**, open the Windows **Start** menu and select **Programs – SANAKO Lab 100 – Lab 100 Config**.

Lab 100 Config application with student workstations

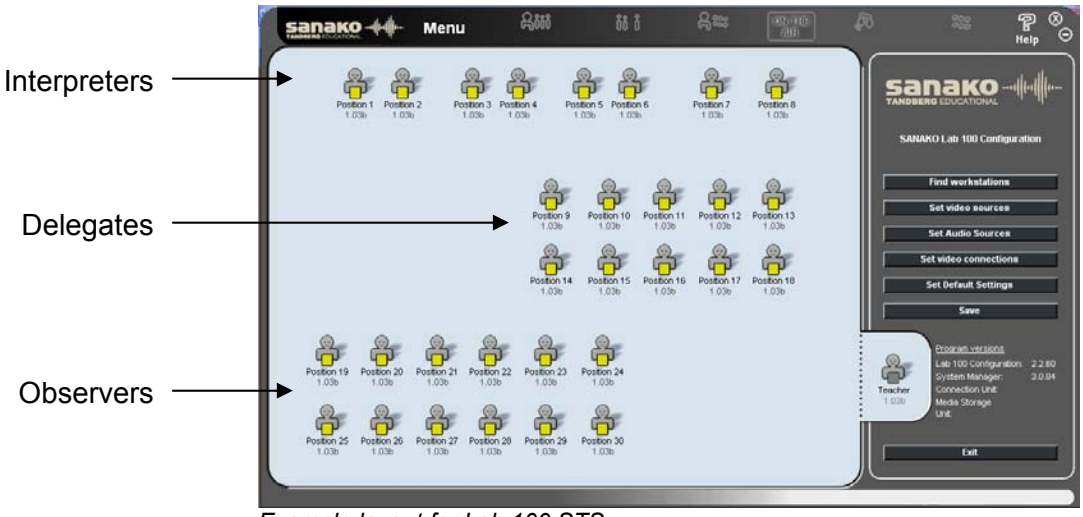
CONFIGURING STUDENT LAYOUT

To add workstations to the class layout, click the **Find workstations** button.



The system scans for connected UAPs and all the detected UAPs are displayed as student icons on the class view.

You can then arrange the seating plan to match your classroom layout.



Example layout for Lab 100 STS

To move student icons on the layout, hold the left mouse button down over a student icon.

To select more than one student icon either hold the left mouse button down and drag the selector over several student icons or hold down the Ctrl button and left-click the students you want to select.

To align student icons, select the students you want to align and then right-click one of the student icons.

CONFIGURING AUDIO SOURCES

In order to use the Lab 100 STS interpretation training features, you need to configure two new audio sources: STS Interpreters and STS Delegates.

STS INTERPRETER

Select STS Interpreter as the source type separately for each of your interpreter positions. You need to select as many STS Interpreter audio sources as there are interpreter positions. If you want to use two audio panels in a single interpreter position, define two ports for the position in question.

If two audio panels are used in a single interpreter position, the interpreters are able to listen to separate audio sources, but they will share the same microphone line out. This means that the interpreters can take turns speaking or one can take over for the other without distracting the flow of the interpretation.

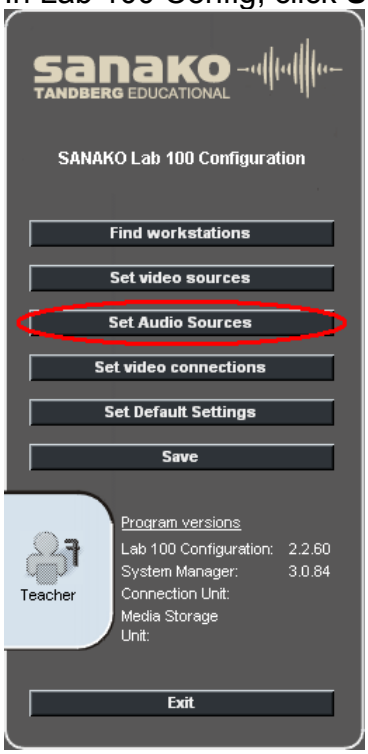
STS DELEGATES

You only need to select STS Delegates as the source type once as you can define all the ports of the delegate positions under it.

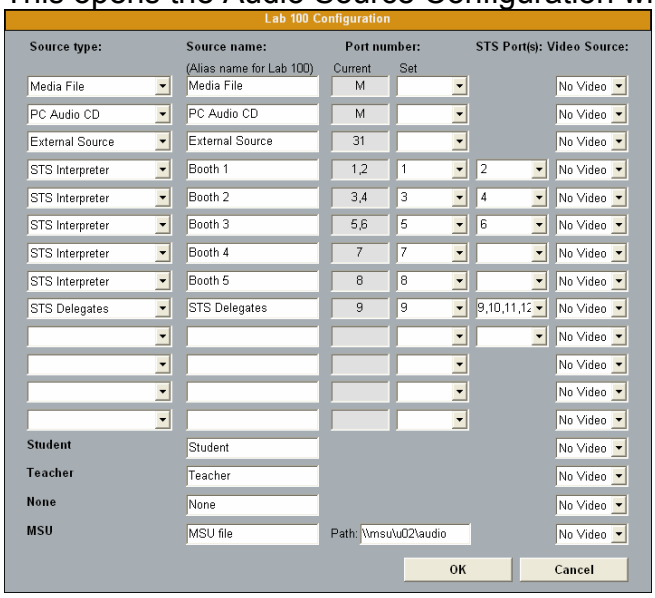
The STS Delegates are able to discuss freely and can listen to either the discussion or to an interpreter.

HOW TO CONFIGURE STS AUDIO SOURCES

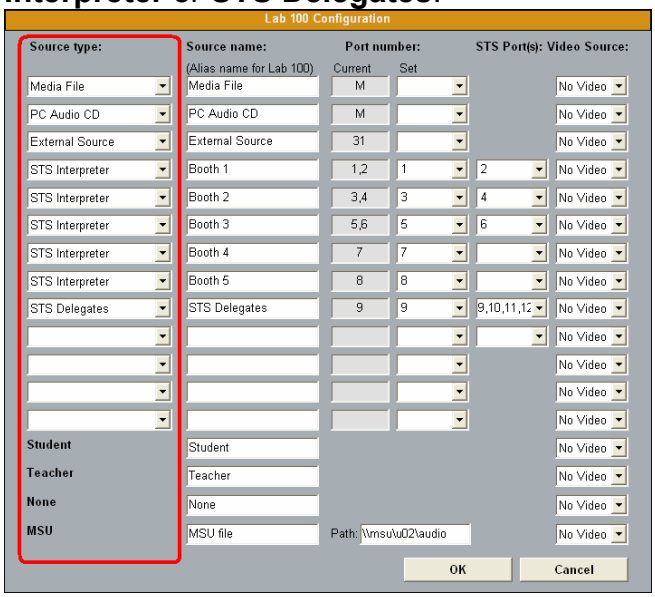
1. In Lab 100 Config, click **Set audio sources**.



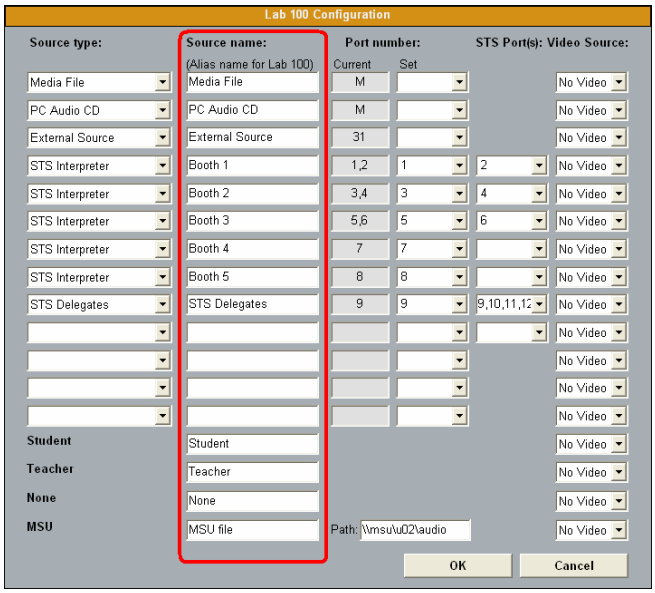
This opens the Audio Source Configuration window.



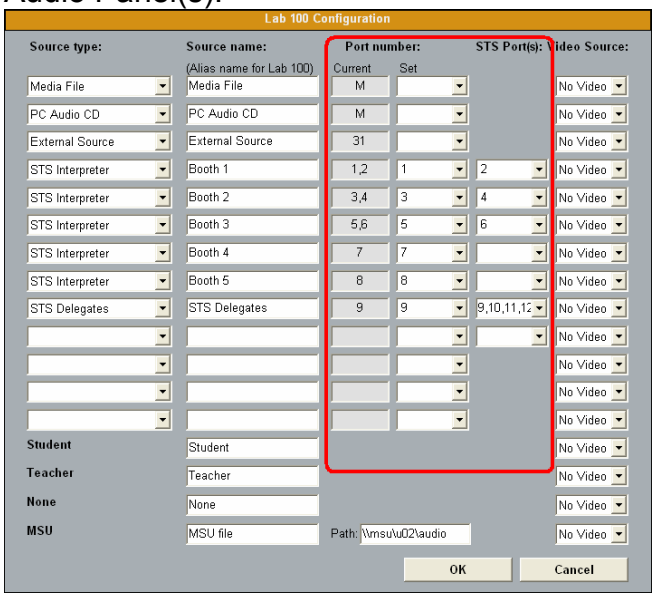
2. In the **Source Type** pull-down menus, select **STS Interpreter** or **STS Delegates**.



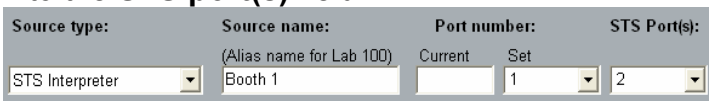
3. Enter a **Source Name** for the audio source. This name will be displayed in the audio source list in the Lab 100 teacher interface.



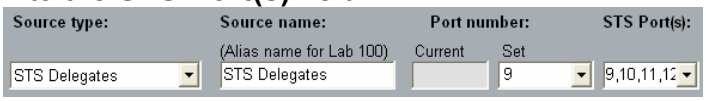
4. Select the MSU **Port Number(s)** of the source User Audio Panel(s).



- **For STS Interpreter**, enter the port number of the interpreter UAP in question into **Port number – Set**. If two UAPs are used in the same interpreter position, enter the port number of the first UAP into **Port number – Set** and the port number of the second UAP into the **STS port(s)** field.



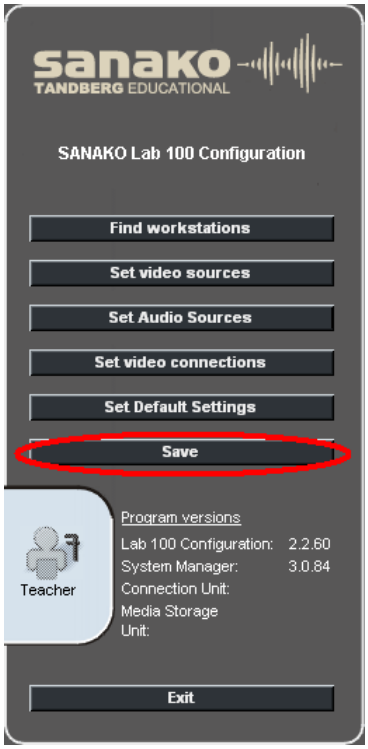
- **For STS Delegates**, enter the port number of one Delegate UAP into **Port number – Set** (this is the main port for STS delegates) and the port numbers of the other delegate UAPs into the **STS Port(s)** field.



5. Click **OK**, to close the Configuration window.

SAVING CONFIGURATION

After you have arranged your classroom layout and defined the Lab 100 STS audio sources, click **Save** in the Lab 100 Config main window.



The current audio settings and student layout are saved and will be available when you open Lab 100. After saving, click **Exit** to exit Lab 100 Config.

For information on the other settings in the Configuration window, see the *Lab 100 User's Guide*.

GLOSSARY OF TERMS

DELEGATE

Delegate positions are occupied by conference participants and if the delegates have been selected as the Floor, their discussion will be interpreted by the Interpreters.

FLOOR

The Floor is the audio program source that has been selected by the teacher and will be interpreted by the interpreters. The Floor can be heard by default in both the Interpreter and Delegate positions.

INTERPRETER

Students in Interpreter positions listen to the Floor (usually the delegates' discussion) selected by the teacher, and interpret it either simultaneously or in segments.

OBSERVER

People in observer positions are not active participants in the conference situation. They can simply listen to either the Floor or to a selected interpreter.

INDEX

A

Activities 7
  proceeding with 7
  selecting activity 8
  starting 10
  STS Interpretation 7
  STS Interpretation Exam 7
Audio routing 3
Audio source selection 9
Audio sources 15
  configuring 16
  STS Delegates 15
  STS Interpreter 15

C

Components 4
Configuration 13
  audio sources 15, 16
  layout 13
  saving 18
Creating session 8

D

Delegate 3

F

Floor 2

I

Interpreter 2
Interpreter selection 10

L

Layout 13

O

Observer 3

R

Recordings
  saving and collecting 11
Report 10

S

Student selection 8

U

User Audio Panel 5